Project: Support for effective policy making through the development of scientific evidence based research

Terms of Reference

National Communications Coordinator
(Full-time)

Duration: 1 years

Duty Station: Hanoi

Project background

The United Nations Development Programme (UNDP) and the Vietnam Academy of Social Sciences (VASS) are collaborating on a capacity development project entitled “Support for effective policy making through the development of scientific evidence based research”. Support for VASS will be provided over a three year period from 2008-2011 through the implementation of three mutually reinforcing project components aimed at: strengthening the way in which research is managed within VASS; and providing researchers with the ability to carry out research using the human development paradigm, and more effectively link research with policy. The project aims to produce the following results:

• The adoption by VASS of a unified, modern and structured management approach to executing scientific research projects based on internationally recognised standards of project and programme management.

• The establishment of a network of experts capable of producing high quality human development research including the next National Human Development Report for Viet Nam.

• The increased capacity of VASS researchers to produce and communicate scientific evidence based research in support of policy making at all levels of Government.

Duties and Responsibilities

The National Communications Coordinator is expected to play a key role in developing and implementing a communications plan for this project. As well as assisting with the communications aspects of all project activities, the Communications Coordinator will also be expected to provide administrative support for project activities aimed at strengthening the link between research produced in VASS and policy. The National Communications Coordinator will be expected to fulfil (although is not limited to) the following tasks:

• Work with key project staff to develop, maintain and implement a communications plan for the project. This will include:
  - Developing a better understanding of the main stakeholders for the project's work
  - Researching and developing a database of individuals, institutes and organisations working in the field of evidenced based policy advocacy in Viet Nam
  - Monitoring and evaluating project activities and communications and revising these as required

• Assist to design, develop and maintain the project’s website, surveys and databases

• Develop communication and engagement activities for individuals/organisations interested in strengthening the link between research and policy making in Viet Nam

• Develop information kits and related materials to raise awareness of project activities and outputs

• Assist team members to advertise project activities and communicate the results of their work in both English and Vietnamese

1 Initially 3-month contract as probation period then she/he will be offered a renewable contract subject to satisfactory performance and availability of funds.
• Format and edit printed communication materials
• Provide information about the project’s activities in response to general requests from interested parties, by telephone or e-mail.
• Provide training and support on communications issues to project staff as required.
• Prepare background materials for discussion and briefing sessions on project activities related to strengthening evidence based research within VASS
• Assist in recording proceedings of workshops, and conferences and provide briefs on relevant international events
• Draft letters to correspondents and event invitations
• Assist with the preparation of project events as per approved work plans, including workshops, meetings, trainings and study tours

Timing, duration and location
Project activities commenced on 1 August 2008. The National Communications Coordinator will be based in the project office in the Viet Nam Academy of Social Sciences.

Reporting lines and administrative support
Under the supervision of the National Project Director, Deputy National Project Director and National Project Manager, the National Communications Coordinator will be responsible for developing a communications plan for the project (all three project components) and the day-to-day implementation of activities outlined in the communications plan. The Communications Coordinator will be responsible for the management and coordination of communications related aspects of project activities such as workshops, information and training sessions and conferences, as well as providing administrative support for project activities aimed at strengthening the link between research produced in VASS and policy.

Qualifications and experience
• University Degree (Masters preferable) in a relevant field
• Minimum three-years practical work experience in a communications, public relations or media
• Experience formulating and implementing communications strategies and plans
• Practical experience with electronic communication systems (online forums and databases)
• Experience of working in/ with government institutions and familiarity with UNDP rules and regulations is an advantage
• Experience working with International consultants
• Experience building and maintaining website
• Experience acting as an interpreter/ translator is an advantage
• Experience organising events such as press conferences, workshops and meetings

Skills
• Strong inter-personal and team building skills including the ability to liaise and communicate with colleagues at all levels of seniority
• Excellent Microsoft Office skills and proficiency with web based editing and web site management
• Ability to design, develop and maintain surveys, databases and contact lists
• Demonstrated capacity to take initiative and pay attention to detail
• Fluent written and spoken English is essential
• Ability to prepare and translate documents in both English and Vietnamese
• Good organisational and prioritisation skills and the ability meet deadlines under pressure